

SECRET

19 July 1960

MEMORANDUM FOR : [REDACTED]

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SUBJECT : Report of Cable Secretariat Operations From
1 January to 30 June 1960

1. Cables Processed

a. From 1 January to 30 June 1960 the Cable Secretariat reproduced 69,828 IN cables, 28,609 OUT cables, 6,469 TD's and 5,034 miscellaneous items for a total of 109,940 work items for the first six months of 1960. This represents a total increase of 1,657 or 1.5% more than the same period 1959, broken down as follows: 115 or .001% more IN cables, 1,875 or 7% more OUT cables, 68 or 1% less TD's and 265 or 5% less miscellaneous items. We processed an average of 707 cables daily Monday to Friday, 395 cables on Saturday and 169 cables on Sunday.

b. 7,369 or 7.5% of all cables were furnished to the Director. This represents an increase of 1,601 or 28% more than 1959.

2. Personnel

At the close of the first half of 1960 the Cable Secretariat had an on-duty strength of [REDACTED] persons against a ceiling of [REDACTED] persons. This compares to an on-duty strength of [REDACTED] at the close of 30 June 1959. However, during FY 1961 our ceiling has been reduced to [REDACTED]. Taking this into account we are four people short of our ceiling. This is probably too many to be short and still do our job well and without undue strain. As they become available, we will hire perhaps a few more persons. During the last six months we lost six persons, three clerk typists (two on maternity leave and one transferred to OC), two mail and file clerks (one transferred to SR and one resigned to accept employment outside the Government) and one cable analyst (to accept employment outside the Government). Offsetting our loss we gained four replacements.

3. Training

a. Agency training facilities appropriate for our personnel accounted for 16 Cable Secretariat personnel having attended one or more training courses during

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the first half of the year. Four persons also attended the Filing Workshop. In addition 22 persons attended the Cable Secretariat Seminars for Cable Analysts and Releasing Officers.

b. In March all of our supervisory personnel completed a two day supervisory course. This course was developed by the Office of Training for Cable Secretariat supervisory personnel with emphasis upon problems within the Cable Secretariat.

4. General

a. In February 1960 the FI/RQM/Intelligence Watch Officer Group (IWOG) began releasing Intelligence Reports (TD's) during the night tours seven days a week. On 29 April 1960 IWOG extended their coverage to a full time basis seven days a week, 24 hours a day. This was a significant step in cutting down the delay between the time a report is received as a cable and the time the report is released to the Intelligence Community as a TD. We have worked out a smooth working relationship with the staff and we feel our joint efforts will be reflected in greatly improved speed of service in the distribution of TD reports to the Community. To service IWOG has required a slight amount of extra overtime staffing on our part.

b. The Cable Secretariat concluded its participation in the test in which flexowriter tapes containing intelligence information reports were air mailed to headquarters and processed by the Cable Secretariat on a flexowriter. In February 1960 EE WE and FE assumed this responsibility. This decentralization step was in accordance with our original understanding that we were to handle these tapes until such time as might be required to prove the feasibility of the new system.

c. A Haloid 914 Office Copier was installed in the Cable Secretariat in April 1960. Our experience with this machine so far tends to strengthen our conviction that this will be a real time, labor and money saver for us. We have rented a second machine (which will be available in September) to serve as a back-up to our present machine and as a copier for additional copies required after initial dissemination.

d. We started holding staff meetings once a month. These meetings give us the opportunity to discuss and iron out any problems that occur on the different shifts. These meetings create a greater harmony among the personnel on all three shifts.

e. Two new multilith machines were purchased during the last six months. The new multilith machines facilitate easier handling, produce legible copies with less effort and are more economical to operate.

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4. Cable Secretariat Career Service and Management Review Panel

a. The Cable Secretariat Career Service Panel met six times during the first half of 1960 for the transaction of personnel career business. A statistical summary of Panel operations follow:

1. Promotions recommended -- 5
2. Promotions denied -- 1
3. Transfers and resignations reviewed -- 4
4. Fitness Reports reviewed -- [REDACTED]
5. Career considerations other than promotions -- [REDACTED]

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b. The Management Review Panel met three times and has reviewed 28 suggestions, approved 14 and disapproved 14.

[REDACTED]
Cable Secretary

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